

# Attention

## Instructions for Northern Virginia Auto Body/Collision Repair Industry

- Step 1:** Complete the Registration Form.  
*If you have already submitted the Registration Form, you need to resubmit the form only if information has changed.*  
Use the self-addressed envelope provided in the front pocket to mail the Registration form to DEQ, within 30 days of receiving this workbook. Unless you have registered previously, this step is mandatory.
- Step 2:** Decide if you will participate in the Auto Body Self-Certification Program.  
a. If you are planning to participate, please complete, sign and mail the Participation/Non-Participation Form to DEQ. Then proceed to Step 3.  
b. If you are not going to participate, please complete, sign and mail the Participation/Non-Participation Form to DEQ. Then you are finished with the process.
- Step 3:** Review the Workbook.
- Step 4:** Complete the Self-Certification Checklist, located at the end of this workbook.  
If you have questions, contact the DEQ Northern Regional Office at (703) 583-3831, or (703) 583-3800 and ask for the Auto Body Self-Certification Program.
- Step 5:** Fill out a Return-to-Compliance Plan.  
You must complete a Return-to-Compliance Plan for every item on the checklist for which you answered “out of compliance,” unless you correct the situation before you submit the checklist.
- Step 6:** Sign and Submit All Forms.  
Please provide your shop's Registration Number on all forms that you submit. You should have received a Registration Number from VA DEQ from your initial submission the Registration Form.

If you need extra copies, or have any questions, contact the DEQ Northern Regional Office at (703) 583-3831, or (703) 583-3800 and ask for the Auto Body Self-Certification Program. You can also find copies of these forms, the Workbook and program information at [www.deq.virginia.gov/osba/nvaautobody.html](http://www.deq.virginia.gov/osba/nvaautobody.html).

You may want to make photocopies of each of these forms before you fill them out, in case you make a mistake and need to start over.

Always make copies of the documents you are submitting to DEQ, and keep for 3 years.